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www.bpelsg.ca.gov



This form must be submitted for each engagement claimed as qualifying experience. Each engagement being claimed as qualifying experience must be summarized on a separate Engagement Record and Reference Form. "SEE ATTACHED" and résumés are not acceptable in lieu of this form. **Part A of this form must be typed, or it will be returned to applicant.**

A copy of the Information Collection, Access, and Disclosure Notice must be provided by the applicant to the reference.

I, the Applicant, hereby demonstrate qualifying experience as required by the Business and Professions Code and the California Code of Regulations, as detailed below.

** Qualifying experience claimed for this Engagement is defined as acceptable professional practice in structural engineering for buildings or other structures. Qualifying experience also includes professional level employment performing the checking of structural engineering plans and calculations performed under the immediate supervision of a Structural Engineer licensed in this state or a Structural Engineer licensed in a state that has a comity agreement with the State of California.

Date:

Date:

Applicant's Full Name: _____

PART B - TO BE COMPLETED BY REFERENCE

PLEASE PRINT CLEARLY AND COMPLETE THE ENTIRE FORM.
INCOMPLETE FORMS MAY CAUSE THE APPLICANT TO BE DEEMED INELIGIBLE.

You, as the reference, may request additional experience information from the applicant, including the Board's licensing requirements as contained in the Business and Professions Code and the California Code of Regulations. You must personally complete, sign, seal or stamp, and return both Part A and Part B of this form to the applicant in a sealed envelope.

My relation with the Applicant has been/is: ☐ Employer/Supervisor ☐ In Responsible Charge*
(check all that apply) ☐ Co-Worker/Associate* ☐ Reviewed Work* ☐ Other*

Are you related to this Applicant by blood, marriage, or adoption? ☐ YES ☐ NO

Do you verify the Applicant's structural engineering experience on Part A, including employment dates? ☐ YES ☐ NO*

Have you personally seen and reviewed the Applicant's structural engineering work? ☐ YES ☐ NO*

Do you believe that the Applicant has adequate experience and the technical ability to design and analyze structural components and structural systems and, thus, use the title "Structural Engineer"?

☐ YES ☐ NO* ☐ DO NOT KNOW*

***Explain in detail all responses marked with an asterisk in this section. Also, include any additional information about the Applicant's engineering experience, capabilities, or limitations. ATTACH ADDITIONAL SHEETS IF NEEDED. If you and the applicant currently have different employers, please explain how you know of the applicant's experience.**

<p>From personal knowledge, I verify that the applicant has the appropriate structural design or plan checking experience in the following areas (check only those areas that apply):</p> <p>Common Construction Materials:</p> <p>WOOD <input type="checkbox"/></p> <p>STEEL <input type="checkbox"/></p> <p>MASONRY <input type="checkbox"/></p> <p>CONCRETE <input type="checkbox"/></p> <p>Lateral Forces:</p> <p>WIND <input type="checkbox"/></p> <p>SEISMIC <input type="checkbox"/></p> <p>Framing Systems <input type="checkbox"/></p> <p>Foundation Systems <input type="checkbox"/></p> <p>Application of Building Codes <input type="checkbox"/></p> <p>Multi-Story Buildings or Equivalent Multi-Level Structures <input type="checkbox"/></p>	<p>PLEASE AFFIX YOUR PROFESSIONAL SEAL OR STAMP HERE</p>
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Your Title _____

Your Name _____

Your Company Name _____

Lic No./Exp. Date _____

Address _____

Branch/State _____

City/State/Zip _____

OR – I am legally exempt from licensure because _____

Phone () _____ Ext. _____

I certify under penalty of perjury that these statements are true and correct to the best of my knowledge and that I have personal knowledge of the applicant's structural engineering work.

Signature of
Reference: _____

Date: _____